

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-30

Date: October 8, 2003
Expiration Date: 6/30/04
69:20:pc:7652

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: DOL DATA VALIDATION POLICY

The purpose of this information bulletin is to announce the release of the Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) [3-03](#), dated August 20, 2003, requiring validation of the Workforce Investment Act Standard Record Data (WIASRD).

In an effort to assure the accuracy and reliability of the data submitted by the states, the DOL is implementing a data report and data element validation process beginning with Program Year (PY) 2002-2003. States are required to utilize a DOL developed software tool to validate the information submitted in the Workforce Investment Act (WIA) Annual Report. Also, the TEGL requires data element validation at the client file level. The report validation will be implemented by the Workforce Investment Division at the State level and should be transparent to the local partners. However, data element validation requires states to select a sample of participants and validate, through a client file review, approximately 40 data elements required on WIASRD. The sample size and design for the data element validation are mandated and determined through the DOL software. The PY 2002-2003 data element validation report is due to DOL no later than April 1, 2004. State staff is currently reviewing the data validation requirements and defining how these requirements will be implemented in California.

Questions regarding the data validation process may be directed to Jean Cole at (916) 654-8284 or e-mail Jcole@edd.ca.gov.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division